

Annual Workplan 2019

<b>Project Title</b>	<b>Institutional Strengthening of National Ozone Unit for the implementation of Montreal Protocol Phase X</b>
OP/Country Program Outcome:	6. Enhance resilience and socioeconomic development of communities
Country Program Output:	6.4 In line with international conventions and national policy frameworks, implementation mechanisms are effectively introduced that promote sustainable use of natural resources, protect ecosystem and biodiversity and effectively manage and mitigate the threats to this process (chemicals, waste, CO2 emissions etc).
Project Output:	1) Stakeholder's awareness on environmental effects of the emissions of controlled and other substances promoted 2) Quota system based on international allocations for limiting the imports of HCFCs and ODS Phase-out Strategy implemented 3) Data reporting to International agencies by involving stakeholders
Implementing Partner:	Ministry of Climate Change
Responsible Parties:	Ministry of Climate Change
Project Brief description:	Pakistan signed and ratified the Montreal Protocol on the substances that deplete the Ozone Layer in 1992. National Ozone Unit was created in the devolved Ministry of Environment to monitor the implementation of the various ODS phase out projects in collaboration with the national and international stakeholders to fulfill country's commitments under the Montreal Protocol. National Ozone Unit is responsible for enactment of policies/regularity measures to regulate the import of ODS and extend assistance to the ODS based industry into ozone friendly technology through the implementing agencies (UNDP, UNEP, UNIDO & World Bank) with the financial assistance of the Multilateral Fund.

Program Period: 2018-2019 Atlas Project ID: 72989 Atlas Award ID: 57017 Start Date: 01/01/2019 End Date: 31/12/2019 PAC Meeting Date: Project Board Meeting Date: 27-12-2018	2019 AWP Budget: Total resources required: \$ 157,659 Total allocated resources: \$ 157,659 MLF: \$157,659 Unfunded Budget: \$ 0
--	--

Agreed by [Implementing Partner - NPD - NIM Projects Only]:

*Ghulam Shamsi*

Agreed by UNDP (CD /DCD-P):

*[Signature]* 28/12/2018

Annual Workplan 2019

Output ID: 57017 Project Title: Institutional Strengthening of National Ozone Unit for the implementation of Montreal Protocol Phase X

Expected Output	Planned activities	Quarterly Timeframe				Responsible Party	Planned Budget		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (USD)
<b>Output 1</b> Stakeholder's awareness on environmental effects of the emissions of controlled and other substances promoted <b>Indicator 1.1:</b> Extent to which manufacturers produce Ozone friendly appliances/products <b>Baseline 1.1.1</b> <b>Target 1.1:</b> Maximum industry and end users will be aware of the advantages of new technology and its impact towards Ozone protection and climate mitigation	<b>Activity Result: 1.1.1</b> Stakeholders engaged through Capacity building and Awareness campaigns.								
	1.1.1.a One (01) or more awareness workshops / seminars raising awareness on Ozone Depleting Substances (ODS) with introduction of new refrigeration, their benefits for domestic and commercial users and manufacturers held. Activity ensured Gender balance.	✓	✗	✗	✗	MoCC	MLF	Training, Workshops and Confer - 75700	\$3,000
	1.1.1.b 2 Awareness material including brochures/leaflets/guides etc printed for sharing with national stakeholders and or videos/social media application and Update of website etc be done.	✓	✓	✗	✗	MoCC	MLF	Training, Workshops and Confer - 75700	\$3,250
	1.1.1.c Awareness campaign including newspaper supplements on protection of ozone layer and or TV commercial and or Radio Spots and or Mobile SMS campaign to commemorate International Ozone Day-2019. Activity ensured gender balance.	✗	✗	✓	✗	MoCC	MLF	Training, Workshops and Confer - 75700	\$5,000

	1.1.1.d Seminars / workshops in all provinces highlighting the needs to Introduce Energy Efficient and Ozone Friendly Products / appliances and Montreal Protocol & its latest amendment including Kigali Amendment. Educational Institutes will be encouraged to participate with gender balance.	X	X	✓	✓	MoCC	MLF	Training, Workshops and Confer - 75700	\$5,500
	1.1.1e Preparation of Project Completion Report (PCR) for the CFC phase out project for MDIs at GSK in Pakistan. (Ex-post facto approval)	✓	X	X	X	MoCC	MLF	Training, Workshops and Confer - 75700	\$3,000
<b>Indicator 1.2:</b> Mechanism defined for protection of ozone layer. <b>Baseline 1.2:0</b> <b>Target 1.2:1</b>	<b>Activity Result: 1.2.1</b> Drafting Legislation to regulate management of ODS								
	1.2.1a Drafting of legal instruments for regulating management of Ozone Depleting substances.	X	X	✓	X	MoCC	MLF	Local Consultant Short-Term (Tech) 71305	\$ 2000
<b>Indicator 1.3:</b> Research studies disseminated on ozone related issues to national universities. <b>Baseline 1.3:1</b> <b>Target 1.3:10</b>	<b>Activity Result: 1.3.1</b> Promote research and development and participation of academia on the issue of protection of ozone layer								
Technical Assistance	1.3.1.a Engage academia to undertake research/studies to introduce best practices to phase out ODS from Pakistan.	X	X	✓	X	MoCC	MLF	Training, Workshops and Confer - 75700	\$3,500
							MLF	Contractual Services - Individual - 71400	\$22,000
<b>Sub Total Output 1</b>									<b>\$47,250</b>
	<b>Activity Result: 2.1.1</b> Compliance with regards to provisions of Montreal Protocol ensured through import data analysis and validation.								

<b>Output 2</b> Quota system based on international allocations for limiting the imports of HCFCs and ODS Phase-out Strategy implemented <b>Indicator 2.1:</b> Extent to which the approved Quota is implemented and proportionally distributed amongst the Importers/manufacturers <b>Baseline 2.1: 2</b> <b>Target 2.1: 26</b>	2.1.1.a HCFC import data collected from FBR/PRAL, analyzed and information reported.	✓	✓	✓	✓	MoCC	MLF	Training, Workshops and Confer - 75700	\$250
	2.1.1.b Import review meetings with HCFCs and other stakeholders and price analysis of HCFC and HFCs held on monthly or quarterly basis.	✓	✓	✓	✓	MoCC	MLF	Training, Workshops and Confer - 75700	\$12,000
<b>Activity Result: 2.1.2</b> Implementation of Quota / Limits of ODSs and Compliance Ensured									
<b>Indicator 2.2:</b> Extent to which Officials of NOU & MOCC have been able to interact with International Community at official forums to represent Pakistan. <b>Baseline 2.2: 2</b> <b>Target 2.2: 2</b>	2.1.2.a HCFC import quota distributed in line with online data collection by quota holders and in accordance with 10% reduction target from baseline of 248.11 ODP tons.	✓	✗	✗	✗	MoCC	MLF	Training, Workshops and Confer - 75700	\$0
	<b>Activity Result: 2.2.1</b> Pakistan Stance Highlighted at International Level								
<b>Indicator 2.2:</b> Extent to which Officials of NOU & MOCC have been able to interact with International Community at official forums to represent Pakistan. <b>Baseline 2.2: 2</b> <b>Target 2.2: 2</b>	2.2.1.a Open Ended Working Group (OEWG) attended. Issues discussed brought for finalization in Meeting of Parties (MOP)	✗	✗	✗	✗	MoCC	MLF	Training, Workshops and Confer - 75700	\$5,000
	2.2.1.b 30th Meeting of the Parties will be attended to highlight Pakistan's point of view in the decision-making process	✗	✗	✗	✗	MoCC	MLF	Training, Workshops and Confer - 75700	\$6,000
Technical Assistance									\$22,000
<b>Sub Total Output 2</b>									<b>\$45,250</b>
<b>Activity Result: 3.1.1</b> ODS Data Reporting to International Agencies									



**Project Management Cost: 2019**

**Project ID: 57017 Project Title: Institutional Strengthening of National Ozone Unit for the implementation of Montreal Protocol Phase X**

Component	Description	Donor	Budget Description	Budget Amount
Project Outputs Total				\$ 115,000
Technical Assistance	"	MLF	Contractual Services - Individual - 71400	\$ 66,000
Operational Component	,	MLF	Communication & Audio Visual Equip - 72400	\$ 5,819
		MLF	Equipment (IT & Electrical) - 72200	\$ 10,000
		MLF	Rental & Maint of Other Equip - 73400	\$ 4,840
		MLF	Rental & Maintenance- Premises - 73100	\$ 22,000
Operational Total				\$ 42,659
Project Outputs Total				\$115,000
Grand Total				\$ 157,659

Monitoring plan: 2019  
 Project ID: 57017 Project Title: Institutional Strengthening of National Ozone Unit for the implementation of Montreal Protocol Phase X

Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Data Collection Plan					
				Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)	Risks	Assumptions
1 Stakeholder's awareness on environmental effects of the emissions of controlled and other substances promoted	1.1 Extent to which manufacturers produce Ozone friendly appliances/products	1	50	Report	Yearly	NPM	21,750	New and innovative technology might bring benefits, but it also brings the risk of the unknown. Choosing a technology compatible with the country's environment in RAC sector is a challenge for the policy / decision makers	Change commercial dynamics may lead to changes in priorities thus the planned activity delayed.
	1.2. Drafting of legal instruments for regulating management of Ozone Depleting substances.	1	50	Report	Yearly	NPM		New and innovative technology might bring benefits, but it also brings the risk of the unknown. Choosing a technology compatible with the country's environment in RAC sector is a challenge for the policy / decision makers	Change commercial dynamics may lead to changes in priorities thus the planned activity delayed.

	1.3 Research studies disseminated on ozone related issues to national universities.	1	10	Research Work / Policy, legislation document	Yearly	NPM	3,500	National Universities have limited capacities to undertake research work on a topic like Ozone Layer.	Availability of very less data at national level may lead to incorrect or misguided results.
2 Quota system based on international allocations for limiting the imports of HCFCs and ODS Phase-out Strategy implemented	2.1 Extent to which the approved Quota is implemented and proportionally distributed amongst the Importers/manufacturers	2	26	Quota issuance letters	Yearly	NPM	12,250	The quota holders have been sensitized regarding the consequences of excess imports. However, there are chances that someone may import excess of their limit and thus leads Pakistan into non-compliance	Smuggling of HCFCs and other Ozone Depleting Substances (ODSs)
	2.3 Extent to which Officials of NOU & MOCC have been able to interact with International Community at official forums to represent Pakistan.	2	2	Back to Office Report / Post Visit Report	Yearly	NPM	11,000	Because of political circumstance in Pakistan, strategy level choice on any revision/change would be troublesome	Policy with regards to international visits / interaction
3. Data reporting to International	3.1.1.a Country Programme Report	1	1	A7 Data Report		NPM	250	Authorization, completeness, and accuracy of transactions	For reporting on International level, modern techniques



agencies by involving stakeholders	Submitted to UNEP Secretariat								may be incorrect as they are entered, processed, summarized, and reported.	and coordination of the national stakeholders is very important.
	3.1.1.b Article 7 Data report submitted to Multilateral Fund Secretariat of Montreal Protocol	1	1		<b>CPR Report</b>	Yearly	<b>NPM</b>	250	Authorization, completeness, and accuracy of transactions may be incorrect as they are entered, processed, summarized, and reported.	For reporting on international level, modern techniques and coordination of the national stakeholders is very important.

Risk plan: 2019

Project ID: 57017 Project Title: Institutional Strengthening of National Ozone Unit for the implementation of Montreal Protocol Phase X

Expected Output	Risk	Description	Date Identified	Type	Impact & Probability	Counter Measures / Mngt Response	Owner	Submitted, Uploaded by	Last Update	Status
1 Stakeholder's awareness on environmental effects of the emissions of controlled and other substances promoted	The industry puts the commercial interests ahead of the environmental issues.	Excess import of ODSs	Sep 2018	Environmental	Low	It would be ensured that industry and importers of ODSs sensitized regarding the environmental impacts.	NPM	Amin Rathore	Sep 2018	Reducing
	Due to limited understanding of the scope of the Ozone Depleting Potential (ODP) Universities in Pakistan may not be	Involvement of Academia / Research studies disseminated to stakeholders in partnership with Universities on Ozone Depleting Substances	Jul 01, 2018	Environmental	Slight	Participation of Academia will be ensured from all provinces including Gilgit Baltistan and Azad Jammu and Kashmir	NPM	Amin Rathore	Nov 22, 2018	Reducing

2 Quota system based on international allocations for limiting the imports of HCFCs and ODS Phase-out Strategy implemented	interested in research topics. The quota holders have been sensitized regarding the consequences of excess imports. However, there are chances that someone may import excess of their limit and thus leads Pakistan into non compliance	1 Extent to which the approved Quota is implemented and proportionally distributed amongst the Importers/manufacturers	Feb 16,2018	Environmental	Medium	The quota holders have been informed from time to time regarding Pakistan position with regards to implementation of Montreal Protocol. The quota holders also sensitized through awareness programmes such as workshops, seminars and quota review meetings on quarterly basis.	NPM	Amin Rathore	Nov 22,2018	Reducing
	The use of Methyl Bromide for quarantine and pre-shipment is permissible.. If a viable solution	implementation of phase-out plan for Methyl Bromide ensures compliance	Apr 01,2018	Financial	Low	A lot of research have been carried out and under process at international level in search of viable	NPM	Amin Rathore	Sep 2018	No Change



Recruitment plan: 2019

Project ID: 57017 Project Title: Institutional Strengthening of National Ozone Unit for the implementation of Montreal Protocol Phase X

#	Post Title	National / International	level of post	Proforma cost per year (US\$)	Responsible Party (UNDP/EAD/IP/PMU etc)	Contract Modality (TA/FTA/SC/NIMU/Govt)	Reporting to Supervisor	Duty Station	Contract Start Date	Contract End Date	Create Date
1	Technical Officer (Refrigeration and Air-conditioning) (RAC)	National	NC-5	10,000	MOCC/NOU, EAD, UNDP	NIMU	NPM	Islamabad	March 2019	Feb 2020	Jan 2019
2	Technical Officer (Legislation and Mass communication)	National	NC-5	10,000	MOCC/NOU, EAD, UNDP	NIMU	NPM	Islamabad	March 2019	Feb 2020	Jan 2019

Procurement plan: 2019  
 Project ID: 57017 Project Title: Institutional Strengthening of National Ozone Unit for the implementation of Montreal Protocol Phase X

#	Description	Type (Goods, Service, work)	Estimated Budget (\$)	Responsible Party (UNDP/EAD/IP/PMU etc)	Invitation Type (EFP, RFA, ITB etc)	Announcement target date	Evaluation Target Date	Committee Review (CAP/ RACP, etc)	Committee Review Target Date	Contract Start Date	Contract end date	Responsible Project staff	Create date
1	3 Laptops	Goods	3200	MoCC	Quotation	Jan 22, 2019	Jan 31, 2019	PPC	Feb 19, 2019	Jan 22, 2019	Dec 31, 2019	Sr. A & FA	Nov 27, 2019
2	Photocopier	Goods	2000	MoCC	Quotation	Jan 22, 2019	Jan 31, 2019	PPC	Feb 19, 2019	Jan 22, 2019	Dec 31, 2019	Sr. A & FA	Nov 27, 2019
3	2x Printers	Goods	800	MoCC	Quotations	Jan 22, 2019	Jan 31, 2019	PPC	Feb 19, 2019	Jan 22, 2019	Dec 31, 2019	Sr. A & FA	Nov 27, 2019
5	Desktops Core i7	Goods	1500	MoCC	Quotations	Jan 22, 2019	Jan 31, 2019	PPC	Feb 19, 2019	Jan 22, 2019	Dec 31, 2019	Sr. A & FA	Nov 27, 2019
6	2 x Air Conditioners / Inverters	Goods	2500	MoCC	Quotation	Jan 22, 2019	Jan 31, 2019	PPC	Feb 19, 2019	Jan 22, 2019	Dec 31, 2019	Sr. A & FA	Sep 27, 2019

## V. Management Arrangements

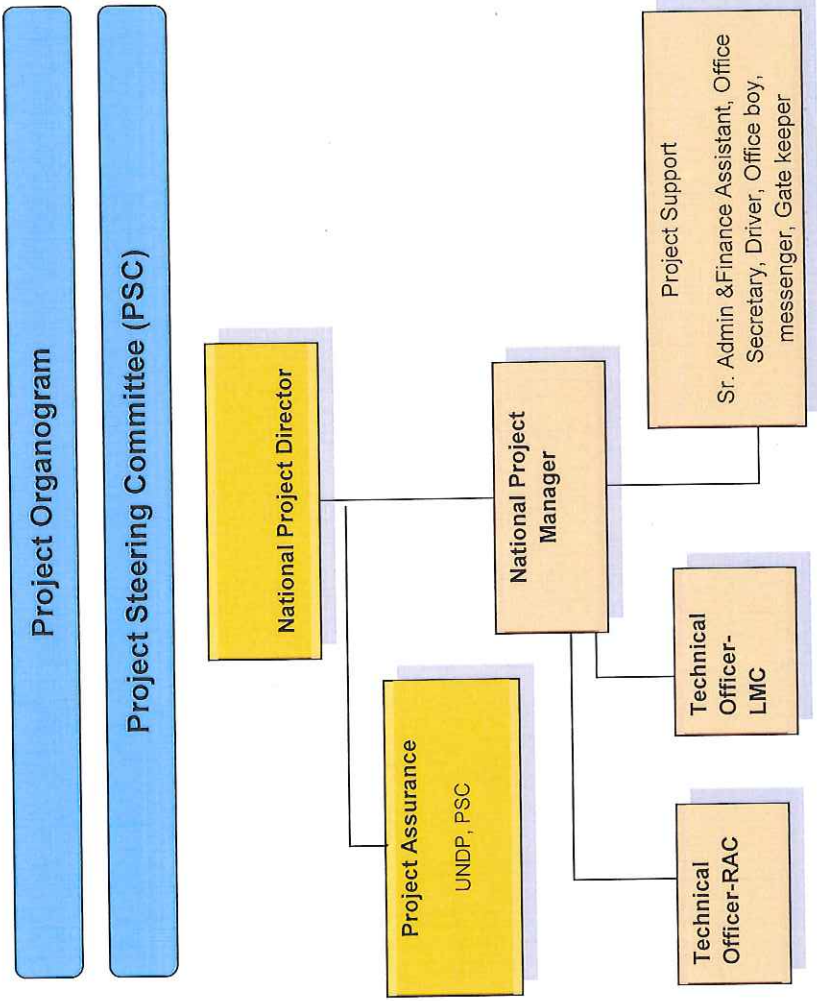
The project will be implemented through NIM Implementation Modality (NIM), as described in the UNDP Project Cycle Manual Operations (PCOM), where UNDP is responsible for implementation of the project. The Implementing Partner is the entity responsible and accountable for managing a project, including the monitoring and evaluation of project interventions, achieving project outputs, and for the effective use of resources.

The Implementing Partner may enter into agreements with other organizations or entities to assist in successfully delivering project outputs. Possible Implementing Partners include government institutions, other eligible UN agencies and inter-governmental organizations (IGOs), UNDP, and eligible civil society organizations (CSOs). Eligible CSOs are those that are legally registered in the country where they will be operating. Proposed Implementing Partners must be identified based on an assessment of their legal, technical, financial, managerial and administrative capacities that will be needed for the project. In addition, their ability to manage cash must be assessed in accordance with the Harmonized Approach to Cash Transfers (HACT). The Implementing Partner may enter into agreements with other organizations or entities, namely Responsible Parties, to assist in successfully delivering project outputs.

A Responsible Party is defined as an entity that has been selected to act on behalf of the Implementing Partner on the basis of a written agreement or contract to purchase goods or provide services using the project budget. In addition, the Responsible Party may manage the use of these goods and services to carry out project activities and produce outputs. All Responsible Parties are directly accountable to the Implementing Partner in accordance with the terms of their agreement or contract with the Implementing Partner. Implementing Partners use Responsible Parties in order to take advantage of their specialized skills, to mitigate risk and to relieve administrative burdens. The following types of organizations may act as Responsible Parties: UNDP, other UN agencies, Government agencies, IGOs, CSOs and private firms. Firms and CSOs (except micro-capital grant recipients) shall be selected as Responsible Parties only on the basis of a competitive procurement process undertaken by the Implementing Partner. UNDP, UN agencies, IGOs, Government agencies, or CSOs as micro-capital grant recipients are exempted from competitive procurement process and shall be selected under programming modalities. To the extent that Responsible Parties exempted from competitive procurement process can be identified or anticipated during project formulation, they should be listed in the annual work plan and draft terms of reference for their services attached to the project document.

**Project Board:** is the group responsible for making by consensus management decisions for a project when guidance is required by the Project Manager, including recommendation for UNDP approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance to standards that shall ensure best value to money, fairness, integrity transparency and effective international competition. In case a consensus cannot be reached, final decision shall rest with UNDP. Project reviews by this group are made at designated decision points during the running of a project, or as necessary when raised by the Project Manager. Potential members of the Project Board are reviewed and recommended for approval during the Inception Meeting. Representative of other stakeholders can be included in the Board as appropriate, as observers upon agreement of all members of the Project Board. Meetings of the Project Board are organized at least once a year, but more often as required. Project Board contains three distinct roles, including Executive, Senior Beneficiary and Senior Supplier

Project Organogram: 2019  
Project ID: 57017 Project Title: Institutional Strengthening of National Ozone Unit for the implementation of Montreal Protocol Phase X  
(To be decided later)





## **The Executive**

The Executive role will be performed by UNDP Pakistan, which is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The Executive has to ensure that the project gives value for money, ensuring a cost-conscious approach to the project, balancing the demands of beneficiary and supplier. The Executive is responsible for overall quality assurance of the project as described below. If the project warrants it, the Executive may delegate some responsibility for the project assurance functions.

## **Senior Beneficiary**

The Senior Beneficiary is responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. The role represents the interests of all those who will benefit from the project, or those for whom the deliverables resulting from activities will achieve specific output targets. The Senior Beneficiary role monitors progress against targets and quality criteria. This role may require more than one person/institutions to cover all the beneficiary interests. The CKNP and DNP protected areas, Governments and people of Gilgit Baltistan and the Ministry of Climate Change have been identified to perform this role.

## **Senior Supplier**

The Senior Supplier represents the interests of the parties which provide funding and/or technical expertise to the project (designing, developing, facilitating, procuring, implementing). The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project. The Senior Supplier role must have the authority to commit or acquire supplier resources required. Government of Italy, which is providing resources for this project, and UNDP responsible for implementation of the project and disbursement of resources will perform this role.

**Project Assurance:** The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The project assurance role works with UNDP Pakistan Environment and Climate Change Unit (ECCU) and Strategic Management Unit (SMU).

**Project Manager:** The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. UNDP will recruit the Project Manager (along with other project support team members), in line with its recruitment policies and procedures.

**Project Support:** The Project Support role provides project administration, management and technical support to the Project Manager as required by the needs of the individual project or Project Manager. The Project Support team will include a Technical Advisor, Admin-Finance Assistant and a Driver.

## VI. Planning, Monitoring and Reporting

The project will follow the following planning, monitoring and reporting cycle during the year.

Timeline /Target Date	Activity	Primary Responsibility
Nov, 2018	Prepare draft Annual Work Plan 2019 and budget	Project Manager
Dec, 2018	Review of AWP for quality assurance, alignment with CPD and UNDP priorities, results orientation and resource availability	ACD
Dec, 2018	Submit AWP to UNDP management for final review and signature	Project Manager
Dec, 2018	Organize the 2 <sup>nd</sup> Project Board Meeting to: <ul style="list-style-type: none"> <li>a) Review of project contribution to results and financial delivery 2018</li> <li>b) Review and endorsement of AWP 2019</li> </ul>	Project Manager
Dec, 2018	Submit final AWP (which incorporated feedback from the meetings above) to DCD-P for final review and signature	ACD
Dec, 2018	2019 AWP budgets and targets are uploaded in ATLAS including achievements against 2018 targets	Project
Jan, 2019	Submit project final draft of Annual Progress Reports 2018 to MSU	ECCU
Feb, 2019	Finalisation of Annual Progress Reports 2018	MSU
Apr, Jul, Sept, 2019	Quarterly Progress Reports, including: <ul style="list-style-type: none"> <li>a) Report on project progress and financial delivery</li> <li>b) Update of Issue Log in Atlas (tracking and resolution of potential problems or requests for change)</li> <li>c) Update of Risk Log (Reviewing of external environment that may affect project implementation)</li> </ul>	Project Manager
Jun, 2019	Internal Mid Term Review	ECCU
December, 2019	Submit draft Annual Progress Report 2019, including project contribution to outcomes, outputs, activities and financial delivery and lessons-learnt	Project Manager

## VII. Legal Context

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference, constitute together the instrument envisaged and defined in the Provisions to the Project attached hereto and forming an integral part hereof, as "the Project Document"

### **Alternative A [where the Implementing Partner is a government agency (NIM) or an NGO/IGO]**

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) Assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]<sup>1</sup>.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

---

<sup>1</sup> Use bracketed text only when IP is an NGO/IGO

---

**ANNEXES**

Annex 1: Risk log matrix (An assessment of risks that may affect the project implementation and achievement of results)

**OFFLINE RISK LOG**

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Management response	Owner
1.	Government commitment	30.11.2018	Political	Without sufficient levels of commitment from federal and provincial Government, the project cannot be implemented P = 1 (low) I = 5 (high)	Government counterparts will be consulted on a regular basis to enhance ownership and commitment	Project Manager
2.	Security/safety	30.11.2018	Environmental	While Government takes extra precautions for ensuring safety and security of people in Industrial areas where the ODS based industry is established and the importers has stocks, unpredictable security/safety situation may hinder project implementation. P = 3 (medium) I = 5 (high)	Strictly following Government/UN protocol regarding safety and security.	Project Manager
3.	Policies and documents produced by the project are not adopted by local institutions	30.11.2018	Regulatory	The success of the ozone friendly industry is based to a major extent depends on how recommendations of the projects are adopted by the national stakeholders. P = 1 (low) I = 3 (medium)	Given significant interest among national partners of the project, it is expected that findings and recommendations of the project will be adopted. Participatory process will prevail to ensure this.	Project Manager
4.	Funding (Financial Resources)	30.11.2018	Financial	Timely availability of resources is crucial for steady project implementation progress. P = 1 (low) I = 3 (medium)	Payment schedule will be agreed with the donor and followed.	Project Manager
5.	Community mobilization	30.11.2018	Social	Community involvement in the protection of ozone layer is key to effective protected area management P = 1 (low) I = 3 (medium)	Ozone friendly industries will be based on participatory methods, and will make sure community concerns, interests are integrated into project implementation framework	Project Manager